

9 MAY 1973

MEMORANDUM FOR: Executive Officer, Deputy Director
for Management and Services

SUBJECT : Saturday and Weekend Duty Officers


REFERENCE : DD/M&S 73-1722 dtd 2 May 73, same subject

1. We have reviewed the requirements of this Office for duty officer coverage for Saturday mornings and other non-duty hours as required by DD/M&S Administrative Instruction No. 72-2.

2. We currently maintain a roster of on-call duty officers on a weekly rotation basis for Saturday mornings and other non-duty hours as a source for making emergency disbursements of funds (up to \$25,000). Such officers are required by Instruction No. 72-2 to be on call at home on Saturday mornings.

3. The duty officer for non-duty hours other than Saturday mornings is required by my instruction to be on call at a phone number available to the CIA Operations Center or by "Bell Boy". The Center also has the phone numbers of the Director and Deputy Director of Finance as well as of the Chief, Monetary Division, the Deputy Director for Special Activities and the Executive Officer.

4. Although our duty officers are seldom called, we believe we should, nevertheless, maintain the capability for quick response to such emergency financial requirements as may arise by continuing essentially the same system as is now in effect. We do suggest, however, that Instruction No. 72-2 be modified to eliminate the requirement that the duty officer must be on call at home on Saturday mornings.


Thomas B. Yale
Director of Finance

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OJCS-529-73
10 MAY 1973

MEMORANDUM FOR: Executive Officer to the Deputy Director for
Management and Services

SUBJECT : Saturday and Weekend Duty Officers

REFERENCE : Your memo dtd 2 May 73, same subject (DD/M&S
73-1722)

1. The Office of Joint Computer Support has been handling its Weekend Duty Officer responsibility by scheduling various senior officials for this duty. The procedure has required that the designated Duty Officer be on call at home. The Computer Center, which operates around-the-clock, takes all weekend calls on ext. [] and then contacts the Duty Officer at home, if necessary.

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2. Experience has shown that it is rarely necessary for the Computer Center to call upon the Weekend Duty Officer for assistance or guidance. Therefore, I propose to provide the Computer Center with a list of senior OJCS officials and their home phones instead of the name of a scheduled Duty Officer for the weekend. If personnel on duty in the Computer Center need assistance or guidance, they will use the first official on this list that can be reached by phone for this purpose. This will provide suitable coverage and simplify administration of this function.

3. Let me know if you have any objections to this procedure.

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JOHN D. IAMS

Director of Joint Computer Support

cc: C/AO/OJCS

14 MAY 1973

MEMORANDUM FOR: Executive Officer, DD/M&S

SUBJECT : Saturday and Weekend Duty Officers

REFERENCE : Memo dtd 2 May 73 to Multiple Adses fm
EO-DD/M&S, same subject

1. The referent memorandum requested comments or suggestions regarding assignment of the subject officers. As you are aware, the Office of Logistics (OL) has Standby Duty Officers from each division in OL serving from each Friday, 1700 hours, to the following Friday, 1700 hours. These officers are available for call-in during nonduty hours. Also, a Senior Staff Officer serves for the same period and may be reached by bell boy at anytime during nonduty hours. ✓

2. It is also our practice that either the Director or Deputy Director of Logistics will be in town on weekends or evenings during weekdays and may be reached by telephone or bell boy.

3. In addition to the above, the OL has two Saturday Morning Duty Officers who report to work; one in the Director of Logistics' office from 0930 to 1130 hours and on call at home until 1300 hours, and the other in the Chief, Logistics Services Division's (LSD), office from 0900 to 1300 hours.

4. The primary duty of the Logistics Saturday Morning Duty Officer is to review cable traffic and initiate any action required. Action, if any, is very infrequent and is generally related to priority cargo shipments.

5. The LSD Duty Officer serves primarily because of executive interest to handle minor support services or problems with facilities or utilities. Their activity is in direct relationship to the needs and numbers of senior officials working on a particular Saturday. Normally they spend most of their time catching up on their normal work duties as opposed to the needs of senior officials. The LSD Saturday Duty Officer is also the Standby Duty Officer for that division for the entire week. Both he and two other senior LSD officers carry bell boys, and all are on call through the Security Duty Officer (SDO) during nonduty hours.

SUBJECT: Saturday and Weekend Duty Officers

6. While neither of the Saturday Duty Officers' workload is heavy, we are of the opinion that at least one officer should be on duty. Therefore, assuming your concurrence, beginning Saturday, 19 May, only one Saturday Morning Duty Officer for the OL will be on duty. This officer will be located in LSD on extension [] from 0900 to 1200 hours and will accomplish the duties previously performed by both the Logistics Saturday Morning Duty Officer and the LSD Duty Officer, including review of cables.

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John F. Blake
Director of Logistics

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7 MAY 1973

MEMORANDUM FOR: Executive Officer, DD/M&S

SUBJECT : Saturday and Weekend Duty Officers

REFERENCE : (a) Your memorandum, dated 2 May 1973,
subject as above
(b) DD/S Administrative Instruction
No. 72-2, dated 18 January 1972

As requested, current Office of Medical Services Saturday and weekend duty coverage has been re-examined and our views are as follows:

Following issuance of reference (b) in early 1972, the OMS coverage was revised as outlined in OMS Regulation No. 15-11 of 1 February 1972, a copy of which is attached (paragraph 2f prescribes the relevant OMS procedure). This procedure is still current, and is essentially that whereas the OMS Duty Officer (or his assistant, the OMS Administrative Duty Officer) is to be continuously available by phone throughout the week of his tour, he need come to the office on Saturday only to review cable traffic.


JOHN R. TIETJEN, M.D.
Director of Medical Services

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Attachment

OMS REGULATION
NO. 15-11

MEDICAL
Revised 1 February 1972

OFFICE OF MEDICAL SERVICES DUTY OFFICER PROGRAM

Rescission: Pages 1-3 of OMS Regulation 15-11, dated 17
May 1971

1. POLICY

The Director of Medical Services (D/MS) is charged with the responsibility for ensuring continuing medical support to the Agency in the accomplishment of its mission. In accordance with this requirement, senior members of the Office of Medical Services (OMS) will ensure the availability of their services during and after duty hours. To assist the senior members of the OMS during non-duty hours, D/MS has established an Office of Medical Services Duty Officer Program. The OMS Duty Officer (OMS/DO), a medical officer, is the representative of the D/MS and is responsible for the proper and expeditious handling of all matters concerning the OMS. He will be assisted by the OMS Administrative Duty Officer (OMS/ADO). The Office of Medical Services Medical Action Group is also available to assist senior OMS officials during non-duty hours. The overall responsibility, however, for actions occurring during non-duty hours continues to be that of the division/staff chief concerned. It is the specific responsibility of the division/staff chief to assure that he or another responsible official of his division/staff is continuously available to the OMS/DO.

2. PROCEDURES

a. Chief, Support Division (C/SD) will maintain a roster of OMS personnel eligible for tours as DO and ADO and will designate two persons each week for such duty. DO will assure that he or the ADO will be available on an "on call" basis from 1730 hours Monday to 0900 hours the following Monday. (When the latter

OMS REGULATION
NO. 15-11

MEDICAL
Revised 1 February 1972

Monday is a holiday, the tour will continue until 0900 Tuesday.) DO himself will report to the Office of D/MS on Saturday as prescribed below.

b. OMS personnel in grades GS-10 and above are subject to tours of duty in the OMS Duty Officer Program with exceptions to be made by D/MS only.

c. On the day he assumes responsibility as OMS/DO the medical officer so designated will report by telephone to the Office of Security Duty Officer [] and to the CIA Operations Center [] prior to 1730 hours, informing of his name and home telephone number and those of the OMS/ADO, and the fact that they are the OMS duty officers for the ensuing week. Thereafter, during their entire tour of duty one of them will be continuously available to the Office of Security Duty Officer and to the CIA Operations Center. Normally, calls for the DO or ADO should be directed initially to the latter, and the Office of Security Duty Officer and the CIA Operations Center should be so advised.

25X1
25X1

d. In all matters coming to his attention the DO should always consider the advisability of contacting the appropriate OMS division/staff chief or his representative. When, however, the DO decides that this is not necessary, he will brief the appropriate division/staff chief on this matter at the beginning of the next working day in order that follow-up action may be taken without delay.

e. The DO will notify the Office of the D/MS [] prior to 0830 hours each working day of any pertinent matter that has developed since the close of business the previous day and which has not been reported to the D/MS. The DO should use his own judgment in this regard as to what matters are to be so reported. The death of an employee, the death of a dependent overseas, the serious illness, injury, hospitalization or sudden change in the condition of an ill or injured employee are examples of matters that should be reported.

25X1

OMS REGULATION
NO. 15-11

MEDICAL
Revised 1 February 1972

25X1 f. On Saturday the DO will report to the Duty Officer for Office of the Deputy Director for Support by calling [] at 0900 and again at 1300 hours. The DO need not be continuously present in the Office of the D/MS for this four hour period unless his presence is required. The DO will however visit that office each Saturday during those hours to review cable traffic and take any necessary action. For this the DO will obtain cables of OMS interest from the Cable Duty Officer (Room 1A-53, []). After review/action of these cables the DO will secure them in the top drawer of Safe 3754 in the Office of the D/MS. The combination of this safe should be obtained by the DO from the Office of the D/MS prior to his Saturday visit to that office.

g. Upon completion of his tour of duty the DO will complete the Office of Medical Services Duty Officer Report (see attachment) and forward it to the D/MS through C/SD prior to 0930 hours on the day he and the ADO are relieved.

h. In all of the above procedures, with the exception of the Saturday Duty in the Office of the D/MS, and in matters where professional judgment is obviously required, the ADO, at the discretion of the DO, may act for the latter.

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JOHN R. TIETJEN, M. D.
Director of Medical Services

Attachment:
OMS Duty Officer Report

OFFICE OF MEDICAL SERVICES REGULATION
NO. 15-11

MEDICAL
Revised 17 May 1971

Attachment

OFFICE OF MEDICAL SERVICES DUTY OFFICER REPORT

TO : Director of Medical Services

Period of tour: _____ to _____

OMS/DO : _____

OMS/ADO: _____

Significant activities:

OMS/DO

Date

8 MAY 1973

MEMORANDUM FOR: Executive Officer to the Deputy Director for
Management and Services

SUBJECT : Saturday and Weekend Duty Officers

REFERENCE : Memo for DDM&S Office Heads fr EO/DD/M&S
dtd 2 May 73, same subj

1. This memorandum is in response to the request of the Deputy Director of Management and Services to furnish you with comments and/or suggestions concerning the current Saturday and weekend duty coverage.

2. At the present time, the Office of Personnel has four duty officers who are available for various functions during the weekend as well as other off-duty hours during the normal business week. They are as follows:

a. Employee Emergency Duty Officer - This officer, who is at home on call nights and weekends, is an officer of the Personal Affairs Branch. He is called in cases involving death, illness, accident or missing persons and serves for one week.

b. CPB Duty Officer - This officer, who is at home on call nights and weekends, is selected from the Central Processing Branch technicians and handles all matters concerning travel during non-duty hours. He is available to answer questions and provide support in securing passports, reservations, etc.

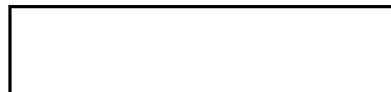
c. Senior Duty Officer - The Senior Duty Officer, who is at home on call, is selected generally from the Deputy Directors of Personnel and Chiefs of Divisions and Staffs. He is on call for personnel matters except those handled by the Employee Emergency Duty Officer and the CPB Duty Officer.

d. Saturday Duty Officer - Selected from GS-13 and GS-14 employees in OP who are not assigned to duties listed in (a), (b) and (c) above. Serves in the office of the Director of Personnel from 9 a.m. until 1 p.m. Saturday. This officer serves as a focal point for securing Official Personnel Folders and routing miscellaneous requests for assistance to the appropriate duty officer, the Director of Personnel or to another official of the Office of Personnel.

3. The Senior Duty Officer, for all practical purposes, serves no function except to meet the requirement of being available to provide support in crisis situations as set forth in DDS Administrative Instruction 71-1.

4. We believe it is worthwhile for this Office to have an officer on duty Saturday morning in my office to sort out problems that may arise and to get in touch with me or other senior officials if appropriate. While some Saturday mornings he has virtually no business, there are other times when he is most helpful in expediting the solution of problems and in handling various personnel matters that may arise. I would also propose his duties be expanded as noted below in paragraph 5.

5. In summary, we recommend retaining our Saturday Duty Officer at the GS-13 or GS-14 level, our Employee Emergency Officer and the Central Processing Branch Duty Officer. Further, I recommend that the Saturday Duty Officer, in addition to being present in the office of the Director of Personnel on Saturday, be on call for one week during all off-duty hours to be responsive to meeting the requirement of an initial contact in crisis situations. He will be able to get in touch with the Director or Deputy Director of Personnel, one of whom is always available. This would eliminate a need for the existing Senior Duty Officer.



Harry B. Fisher
Director of Personnel

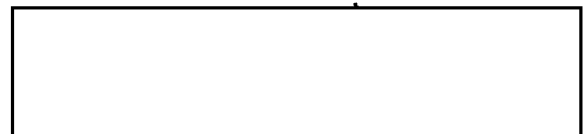
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4 May 1973

MEMORANDUM FOR: Executive Officer to the Deputy Director
for Management and Services

SUBJECT: Saturday and Weekend Duty Officers

In response to your 2 May 1973 memorandum, the Office of Planning, Programming, and Budgeting has never had a Saturday and weekend duty officer and sees no requirement at this time.



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Special Assistant to the
Director of Planning,
Programming, and Budgeting

ADMINISTRATIVE - INTERNAL USE ONLY

4 May 1973

OFFICE OF SECURITY DIRECTIVE NO. 73-6

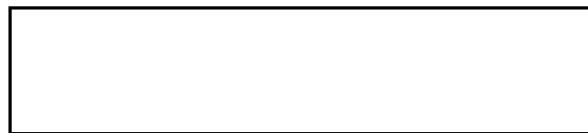
FOR : Deputy Directors and Staff Chiefs

SUBJECT: Weekend Standby Duty

1. Effective immediately, the requirement for a Senior Duty Officer to be present on Saturday mornings in the Office of Security is hereby rescinded.

2. The Weekend Duty Roster will be continued, and the Senior Duty Officer will serve on a standby basis from 5:30 p.m. on Friday to 8:30 a.m. on Monday. He should be available at all times during this period in order to respond to calls referred to him by the Security Duty Office, or other elements of the Agency. If the Senior Duty Officer has reason to leave his residence, he should be sure to keep the Security Duty Office advised.

3. In effect, the only substantive change in policy is that the Senior Duty Officer need not be physically present in the Director of Security's office on Saturday morning.



Howard J. Osborn
Director of Security

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ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

8 May 1973



MEMORANDUM FOR: Executive Officer to the Deputy Director
for Management and Services

SUBJECT : Saturday and Weekend Duty Officers

REFERENCES : (a) Administrative Instruction No. 72-2,
dtd 18 Jan 72

(b) DD/M&S 73-1722, dtd 2 May 73

For several years now the Office of Training has had an assigned duty officer (GS 11-15) for holidays and weekends. The weekend duty officer serves on an at-home, on-call basis for both Saturday and Sunday. The system has been a satisfactory one, providing assurance that the Office is "covered" for an emergency and yet with no untoward burden on the officer. We are planning to continue with it.

 
HUGH T. CUNNINGHAM
Director of Training

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ADMINISTRATIVE - INTERNAL USE ONLY

Weekend Duty Responses

4 May 73

OC responded via
saying no change for OC.

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1 5/17/73

Jack -
Pls review these
& discuss with
me -

P